

CG-01-01

ASSISTING INDIVIDUALS WITH DISABILITIES

1. The Rehabilitation Act of 1973 (P.L. 93-112) requires each Federal Executive Branch agency to establish programs to recruit, place and advance disabled individuals. A person is disabled if he or she has physical or mental impairment which substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment. Disabled employees may be so identified when hired or self-identified. Periodically, employees are requested to voluntarily complete a Self-Identification of Handicap (SF 256) survey if they are disabled. The completion of this form is strictly voluntary with the exception of employees appointed under Schedule A, Section 213.3102 (t) (Mental Retardation); Schedule A. Section 213.3102(u) (Severely Physically Handicapped); Schedule B. Section 213.3202(k) (Mentally Restored). This information will be maintained in the agency's and OPM's personnel system.
2. Employees with disabilities or injuries requiring special accommodation should request accommodation through their supervisor or the EEO Office, providing full current medical documentation of their limitations and explaining the necessary accommodation. The supervisor, EEO Office, and Occupational Health Physician will coordinate to make a reasonable accommodation, if possible. Individuals requiring accommodation must inform their *new* supervisors of this information as turnover occurs. This will avoid asking the individual to perform job duties that may risk injury.
3. To obtain additional information on the Program for Individuals with Disabilities or a copy of the SF 256 Form, contact the EEO office, Bldg. 124, Suite 319, 678-2831.
4. I solicit everyone's support in identifying and accommodating individuals with disabilities in the workplace.

STEVEN W. FLOHR
Brigadier General, USA
Commanding

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